



Sangamon County Historic Preservation Commission

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September 7, 2005

Survey Template Instructions

General:

1. Complete all 12 designated areas of the form in 10 pt. New Times Roman.

Survey Template:

- A. Owner - As defined by the Sangamon County Tax Assessor. Owner will be either the name of an individual(s), corporation, public entity or other entity.
- B. Address - Of the Subject which may not be the same as the address the Owner.
- C. Subject/Type - The subject of the survey. For instance: house, office building, church, park, cemetery, bridge, section of roadway etc.
- D. Architect/Engineer - If the subject was designed by a professional architect or engineer, indicate their name and firm if applicable.
- E. Tax ID Number - As defined by the Sangamon County Tax Assessor. If you have used aerial photographs in the Tax Assessor's office to locate the Subject/Type, then include in September 7, 2005 the map designation in order to locate the map easily in the future. For instance a property in Sangamon County has the following designation: 06-20.0-400-009. Its numbering system is as follows:
 - 06 - (Congressional) Township - relates to an antiquated system established by Congress to divide land.
 - 20.0 - Section - each Township is divided into Sections. When imputing the Section number into the Tax Assessor's system you will not need the decimal point, but will need to indicate the zero which does not need to be indicated on your survey template (see below).
 - 400 - Range (or Block Number)- is made up of six Sections from east to west in more rural areas or in more urban spaces represents entire blocks or sometimes more specific smaller areas.
 - 009 - Parcel (or Lot)

The property indicated and as found on an aerial photograph in the Tax Assessor's office should be indicated on the Survey Template as 06-20(H)-400-009.

- F. Township - Name of Sangamon County Township.
- G. Date of Construction - Date Subject/Type was constructed.
- H. Style(s) - Description with a known or common style of the Subject/Type.
- I. History of Property - History of the property surrounding Subject/Type and a history of the Subject/Type itself.
- J. Physical Description of Property (Condition) - Description of the Subject/Type and surrounding property in terms of condition and as many factors as surveyor feels is important to convey as of date of survey.
- K. Pictures - Images current as of survey of Subject/Type.
- L. Surveyed By/Date - Name of surveyor and date Survey Template was completed.